

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

August 18, 2005

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order by President Clark at 7:38 p.m.

ROLL CALL: Attending Directors: President Matthew Clark, Vice President Leonard Woren, Treasurer Ric Lohman, and Board Member Gael Erickson. Secretary Fran Pollard was absent. President Clark appointed Board Member Gael Erickson as Secretary Pro-Tem for this meeting.

Attending Staff: General Manager Chuck Duffy, Administrator Delia Comito, and District Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: President Clark led those present in reciting the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION

President Clark sadly announced that Director Pollard's husband, Larry Pollard, had passed away and he expressed condolences on behalf of the District. Mr. Pollard had served as a GSD Board Member from 1973 through 1976.

President Clark also announced that the three incumbent GSD board members who were up for re-election in November would retain their seats as no other persons filed for candidacy.

ACTION AGENDA

1. **Consideration of Variance Application and Class 1A Sewer Permit: APN 047-136-440, San Juan Avenue, El Granada, Owners: Ronald & Judy Shaw.**
ACTION: Director Woren moved to approve the Variance application and permit for APN 047-136-440, San Juan Avenue, El Granada, for Ronald & Judy Shaw. (Woren/Erickson). Approved 4-0.
2. **Consideration of Class 2M Sewer Permit requiring three (3) ERU's of capacity: APN 048-013-250, 225 Mirada Road, Miramar, Owners: Neil & Jennifer Merrilees.**
ACTION: Director Woren moved to approve the Class 2M Sewer Permit for APN 048-013-250, 225 Mirada Road, Miramar, for Neil & Jennifer Merrilees, on

the basis that this project was previously approved by the District in 1998 prior to the adoption of Ordinance 139, so this approval is not precedential and all other CCR zoned parcels will need to follow the District Code. (Woren/Lohman). Approved 4-0.

3. Consideration of Class 3 Mainline Extension Permit: Magellan Ave., Miramar, APN 048-021-230, Owner: Stebbins/Gehrels Development

During discussion with Mr. Bruce Gehrels (applicant) and his legal counsel, it was determined that the project had not yet been approved by the County of San Mateo, rendering the application incomplete. The item was tabled for re-submittal once the application was complete.

4. Consideration of a Resolution Adopting a District Records Retention Policy and Schedule.

After general discussion, the board revised the following line items to read as follows:

<i>Record Classification</i>	<i>Retention Period</i>	<i>Notes</i>
<i>Newspaper Clips & Press Releases</i>	<i>2 years, then archive</i>	
<i>Judgments</i>	<i>Active + 5 years then archive</i>	<i>Destroy archived files after 12 years</i>
<i>Permits issued to GSD</i>	<i>Permanently</i>	
<i>Interagency documents</i>	<i>Permanently</i>	
<i>Agreements</i>	<i>Permanently</i>	
<i>County road improvement information</i>	<i>2 years after final payment</i>	
<i>Original Minutes</i>	<i>Permanently</i>	
<i>Original Ordinances</i>	<i>Permanently</i>	<i>Include proof of posting and publishing</i>
<i>Audio recordings of meetings</i>	<i>Permanently</i>	

The board also revised Section D, Retention of Records Not Mentioned in the draft resolution, replacing the entire section as follows:

All records, papers and documents not mentioned in this Resolution shall be retained.

ACTION: Director Woren moved to approve the Resolution Adopting a District Records Retention Policy and Schedule as amended above. (Res. #2005-006). (Woren/Erickson). Approved 4-0.

President Clark appointed Director Erickson as Secretary Pro-tem before adjourning for a short break.

5. Consideration of a Resolution Adopting a Campaign Contributions Policy.

The Board made the following changes to the Resolution:

- Section 1(a)(iii) - add the word "individual" so the paragraph reads in part "...the volunteering of *individual* personal or professional services...".
- Section 1(b)(i) – change "\$250" to "\$100".

- Section 1(b)(ii) – change “\$500” to “\$250”.
- Section 1(c) – change “\$5000” to “\$2000”.
- Section 1(f)(ii) – change the paragraph to read in its entirety “Any person who knowingly or willfully violates the provisions of this Resolution is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1000).”

ACTION: Director Erickson moved to approved the Resolution Adopting a Campaign Contributions Policy as amended above. (Res. #2005-007). (Erickson/Lohman). Approved 4-0.

6. Consideration of District Office Space.

The Board expressed interest in the third floor space in the current building and directed staff to negotiate a lease with the building owner to be brought back before the Board for consideration.

CONSENT AGENDA

Director Clark requested that Item 9 be held for discussion, and Director Woren requested that Item 8 be held for discussion.

7. Approval of Special Meeting minutes for July 21, 2005.

10. Approval of Assessment District Administrative Costs Fund distribution #24 totaling \$1,638.38.

11. Approval of June 2005 Financial Statements.

ACTION: Director Woren moved to approve Consent Agenda items 7, 10, and 11. (Woren/Lohman). Approved 4-0.

8. Approval of Regular Meeting minutes for July 21, 2005.

ACTION: Director Woren moved to approve the Regular Meeting minutes for July 21, 2005. (Woren/Lohman). Approved 4-0.

9. Approval of August 2005 warrants totaling \$109,958.76. (Check #2065–#2094)

Director Clark requested some additional information concerning the Andreni Contracting bill, which staff provided.

ACTION: Director Woren moved to approve the August 2005 Warrants. (Woren/Lohman). Approved 4-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

12. Sewer Authority Mid-Coastside.

Director Lohman provided a brief summary of the July 25th SAM Board Meeting. Director Woren reported on the change of venue and time for the upcoming SAM meeting. Director Lohman will be on vacation, therefore, Director Clark, serving as the SAM alternate, will attend the SAM meeting to be held on Tuesday, August 23rd at 5:00 p.m.

13. Report on other seminars, conferences, or committee meetings.

Director Woren reported on the local CSDA meeting held on August 2nd.

INFORMATION CALENDAR

14. Treasurer's Report.

None

15. General Manager's Report.

None.

16. Administrator's Report.

Nothing further to report.

17. Attorney's Report.

None.

FUTURE AGENDA ITEMS

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 10:58 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Gael Erickson, Secretary Pro-tem

Date Approved: September 15, 2005